



# JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



## Onboard AGR at Terre Haute only

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-033-A-Air		24 April 2014	8 May 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 <sup>st</sup> Comm Flight	Terre Haute, IN	N/A	SrA/TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
KOM Assistant	TBD	E-4/SrA	E-6/TSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 3D071			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u>			
<input checked="" type="checkbox"/> IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.			
<input checked="" type="checkbox"/> Open to <b>Females</b>			
DUTIES AND RESPONSIBILITIES			
Supports the mgmt of all actions associated with the collection, creation, use and dissemination of official information and related records to include administration of assigned KOM personnel IAW governing directives. Assists with mgmt of SharePoint, FOIA, and Privacy Action programs. Executes wing ERM and Records Life Cycles programs to include electronic records, permissions and storage. Administers installation official US Mail program to include specialized mail handling procedures. Manages publications. IO compliance. Adheres to mgmt control plan thru self inspections, SAV and MAJCOM checklists. Performs other duties as assigned.			
GENERAL EXPERIENCE			
Knowledge is mandatory of: relationship of data, information, and knowledge; policies and procedures relating to life cycle of information, including electronic communications, e-mail management, content management, records management, publications, forms, and information systems; Freedom of Information Act, Privacy Act, and document security (FOUO, unclassified, classified); standard software applications and collaboration tools; expeditionary concepts and after-action reporting; and information technology fundamentals.			
OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT			
-Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24)			

months.

-Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.

-Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.

-Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).

-Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.

**-Security Clearance:** Applicants must have a **SECRET** security clearance.

**-Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.

**-Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.

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### APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

**-Complete and SIGNED NGB Form 34-1.**

**- Applicants MUST submit CURRENT fitness assessment.**

**-Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

**POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarnng.mbx.mdihrweb@mail.mil](mailto:ng.in.inarnng.mbx.mdihrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: John A Petrowski, Cpt, 181<sup>st</sup> Comm Flt, Terre Haute, IN COMM: 812-877-5201**